

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 74-01

Subject:

DATE: 11/01/95

Sunset Review: 11/01/98

LITTLE ROOKIES CHILD CARE CENTER

1. PURPOSE. This directive promulgates the policy and responsibilities regarding the Little Rookies Child Care Center at the Federal Law Enforcement Training Center (FLETC), Glynco, Georgia.
2. SCOPE. This directive applies to the Office of the Director; the FLETC Child Care Center Advisory Board; subcommittees (established on an as needed basis); and other parties participating in the activities of the Little Rookies Child Care Center.
3. CANCELLATION. FD 74-01, Child Care Center at the Federal Law Enforcement Training Center, dated 5/22/92 is superseded.
4. REFERENCES.
 - a. 40 U.S.C., Sec 490b, Child Care Services for Federal Employees in Federal Buildings: allotment of space; conditions; charges for rent or services; payment of cost; definitions.
 - b. Rules of the Georgia Department of Human Resources, Family and Children Services, Day Care Service, Chapter 290-2-2 (latest revision).
5. POLICY. The Child Care Center Advisory Board will provide recommendations regarding the administration and operational policies of the Little Rookies Child Care Center to the Director, FLETC, who has final approval for all matters.
6. MEMBERSHIP.
 - a. The Advisory Board shall consist of nine voting members who shall serve a term of two years. Five members from the FLETC (one of whom will be a Union nominee) and on-site participating organizations staff will be appointed by the Director. The remaining four members must be customers of the Little Rookies Child Care Center and will be elected by the parents of the children enrolled at Little Rookies Child Care Center.

b. The FLETC Personnel Officer shall serve as liaison between the Advisory Board and the Director and shall be an ex officio non-voting member of the Board.

c. The Contracting Officer's Technical Representative (COTR) shall serve as an ex officio, non-voting member of the Board.

d. Legal Counsel shall be available to assist the Advisory Board and to give guidance on legal issues and shall be an ex officio, non-voting member of the Board.

7. ORGANIZATION.

a. The Advisory Board members shall elect a Chairperson, a Vice Chairperson, and a Secretary. The Chairperson shall schedule and conduct meetings as necessary. In the absence of the Chairperson, the Vice Chairperson shall assume these responsibilities. The Secretary shall maintain and, upon approval of the Advisory Board, issue minutes of the meetings. The Secretary also shall provide a copy of the approved minutes to the Management Analysis Division, Office of Administration, for the historical document file.

b. A minimum of five voting members of the Advisory Board present at the meeting shall be required to constitute a quorum.

8. RESPONSIBILITIES.

a. The FLETC shall:

(1) Enter into a licensing agreement for the operation of the Little Rookies Child Care Center which shall be funded entirely through user fees.

(2) Provide and fund the necessary maintenance, utilities, and equipment procurement/replacement for the Little Rookies Child Care Center, Building 315, in accordance with the licensing agreement.

b. The Child Care Center Advisory Board shall:

(1) Provide advice and make continuing recommendations to the Director concerning policy issues relating to the Little Rookies Child Care Center.

(2) Monitor the progress of the Little Rookies Child Care Center operations in fulfilling the needs of the FLETC.

(3) Receive input from and make recommendations to the COTR and the Director regarding adherence to the licensing agreement by the operator of the Little Rookies Child Care Center.

(4) Identify and resolve new issues which require policy decisions.

(5) Recommend and arrange funding for any government furnished equipment.

(6) Recommend modifications to the licensing agreement, including fee increases.

(7) Establish and define the role of subcommittees to address specific issues as needed.

(8) Conduct customer service surveys annually to measure customer satisfaction.

c. The licensee shall provide services as specified in the licensing agreement.

9. OFFICE OF PRIMARY INTEREST. Office of Administration.

Charles F. Rinkevich
Director